**Basics of Good Design**

When designing an online course for your students, it is important to remember the following tips. Feel free to use this as a checklist as you design your enhanced, hybrid or fully online course.

*Place a checkmark in the left column if you can answer yes to the following:*

1. **Course Content**
* Is the text free of jargon that could be misinterpreted?
* Is the text free of spelling and grammatical errors?
* Is the punctuation intact?
* Is the most important information presented first?
* Do all the links work?
1. **Course Files**
* Is the **file type** appropriate for the information (e.g. MSWord, pdf, rtf, or html)?
* Will the information **format consistently** on different systems (e.g.) different browsers and operating systems?
1. **Course HTML pages**
* Are specified **fonts** relatively **common**, **consistent** and **easy to read**?
* Is the colour scheme appropriate?
* Is the text **concise** and presented in chunks
* Is the information **divided** into manageable chunks?
* Do **keywords** stand out?
* Are the **module topics** in groups of seven of less?
* Is the **navigation** straightforward and with appropriate descriptors?
* Can the content be found easily through the navigation?
* Are the textual **links** described well?
* Are the **graphics** appropriate for the content?